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Report for Week Ending 5 September 1956
from
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Project 5-67 - DD/S Reports Survey

Mr. Lloyds' memorandum to all DD/S Offices and Staffs, on continuing the DD/S reports management program, was released. Work is continuing on typing the lists of reporting requirements to be distributed to DD/S reports management officers. Distribution of these lists will complete this project.

Project 6-13, Dispatch Format and Procedure, 6-22 - DD/I Reports Survey and 6-35 - Survey of Procurement Division Contract Files

No change in status.

General Information

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a. Mr. [REDACTED] signed the memorandum to the Bureau of the Budget, recommending revisions of Standard Form 64.

b. Based on our recommendations, the Chief, General Purchase Branch, Procurement Division, requested the General Services Administration to consider the feasibility of stocking pink and blue Letterex, which the Agency must now procure by special purchase at an added cost of about \$700 each year.



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